

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA

NOTICE TO ALL ATTORNEYS REGARDING REQUIREMENT  
TO PAY FILING FEES ON-LINE WITH A CREDIT/DEBIT CARD

The ECF General Order, Interim Operating Order No. 8, requires attorneys to pay all filing fees incurred by the attorney's electronic filing to be paid with a credit/debit card using the Internet Filing Fee Payment process. The option to send an attorney or law firm check to the court after e-filing the document that incurred the filing fee is no longer an option.

You are encouraged to pay a filing fee immediately at the time you file the document that incurs the fee. While you may continue filing and pay all fees at one time, this should be done daily. Please be advised, that if any filing fee remains unpaid beyond 72 hours from the time of the filing of the document that incurred the fee, the ECF Interim Operating Order No. 8, provides that the attorney's ECF password may be disabled until the fees are paid and also provides that until a required filing fee is paid, the document, other than a petition, is deemed lodged, not filed, until the filing fee is paid.

Detailed guidance on how to use the Internet Filing Fee Payment process is located at our web site, [www.azb.uscourts.gov](http://www.azb.uscourts.gov), at the Online Credit Cards Payment section of the first page. VISA, Mastercard, American Express, Discover and Diner's Club credit cards may be used. Those debit cards which can be used as one of these credit cards are also accepted.

TERRENCE S. MILLER  
CLERK OF COURT

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF ARIZONA**

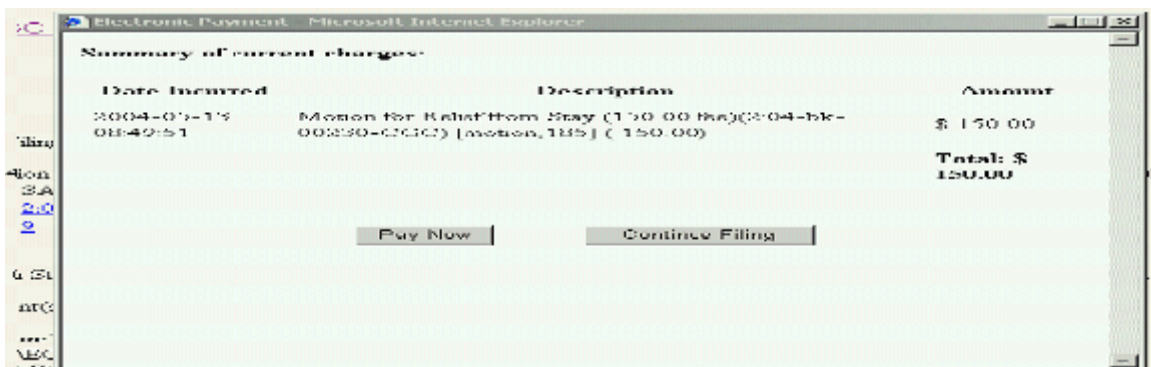
**INSTRUCTIONS FOR PAYING FILING FEES ONLINE WITH CREDIT CARD**

1. ECF Interim Operating Order No. 8 requires attorneys to pay all filing fees incurred by the attorney's electronic filings be paid with a credit/debit card using the Internet Filing Fee Payment process.

2. The following filing fees are payable online as part of the electronic filing process:

Chapter 7 Petition	209.00
Chapter 11 Petition	839.00
Chapter 13 Petition	194.00
Chapter 9 Petition	839.00
Section 304 Petition	839.00
Amendment to Mailing List	26.00
Amendment to Schedules D/E/F	26.00
Conversion to Chapter 7	15.00
Notice of Appeal	255.00
Cross Appeal	250.00
Motion to Compel Abandonment	150.00
Motion for Relief From or to Modify Stay	150.00
Motion to Withdraw Reference	150.00
(Filed in Admin Case Only, If filing in Adversary, a check must be submitted)	
Motion to Reopen Case	800.00 - Chapter 11
	155.00 - Chapter 7 and 13

3. If a filing incurring a fee is made in error, please contact the court immediately at 602-682-4068.
4. When you file a petition or other document that incurs a filing fee, at the conclusion of the filing process, the following window will display.



You do have the option to either Pay Now or Continue Filing. If you have other petitions or documents to file that incur a filing fee, you can click on Continue Filing and then pay all outstanding fees with one credit card transaction. **All fees should be paid in full on the same day the fee was incurred.** If you have any unpaid filing fees, ECF will prompt you with this window to pay those fees whenever you make any filings. If you select Pay Now, all outstanding fees will be charged. If any of the fees displayed are in error, please call the court at 602-682-4068, before submitting your payment.

The cardholder name and address (only part of the address may be displayed) will be the name and address in the attorney's ECF password account. There is no need to complete or change the address information displayed.

Select the card type (American Express, Discover, Diner's Club, VISA and Mastercard credit and debit cards are accepted) and enter the card number, security code (if required) and expiration date. The red asterisks denote fields that are required to be filled in. The amount due is the total of all the outstanding filing fees. The amount cannot be changed, an attempt to change the amount will exit you out of the payment process and you will need to start again by selecting Internet Payments Due under the Utilities Menu. Click on Continue.

Enter Payment Information			
Cardholder Name:	SHIRLEY TEMPLE *		
Address:	222 WEST DEPT WAY *		
Address 2:			
City:			
State:	<input type="text"/>	OR=	Province / Region / Country:
Country:	<input type="text"/>		
(Instead of state, if necessary)			
Zip Code:	00000 *		
Card Type:	Visa *		
Card Number:	<input type="text"/> *		
Security Code:	<input type="text"/>		
Expiration Date:	<input type="text"/> / <input type="text"/> *		
Payment Amount:	\$405.00 *		
<small>A card authorization must be received before midnight Eastern Time if payment is to occur as early as the next day. If the U.S. Treasury Department's designated depository is closed on a scheduled payment date (including weekends and some holidays), the payment will occur the next day the depository is open.</small>			
<input type="button" value="Continue"/>		<input type="button" value="Quit"/>	

5. On the next screen you will be requested to authorize the payment by clicking on the authorization box. An e-mail address to receive confirmation of the payment may be provided at your option, but is not required. **Please be sure when clicking on Make Payment, that you do not click more than once. Clicking twice (as done when opening an icon on your desktop) could result in a double payment.** At this point, you may also Edit (which will take you back to the previous screen) or Cancel the transaction altogether.

Payment Summary and Authorization	
Cardholder Name:	SHIRLEY TEMPLE
Address:	222 WEST DEBT WAY
Address 2:	
City:	
State:	
Country:	
Zip Code:	AAAAA
Card Type:	Visa
Card Number:	*****1111
Expiration Date:	10 / 2004
Payment Amount:	\$405.00
Current Date and Time:	08/09/2004 11:15 AM
<b>Authorization*</b>	
<input checked="" type="checkbox"/> I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.	
<b>Confirmation Receipt Request</b>	
To have a confirmation email sent to you upon completion of this transaction, provide an email address and confirmation below.	
Email Address:	<input type="text"/>
Re enter Email Address to Confirm:	<input type="text"/>
<input type="button" value="Make Payment"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>	
Press the "Make Payment" button only once. Pressing this button more than once could result in multiple transactions.	

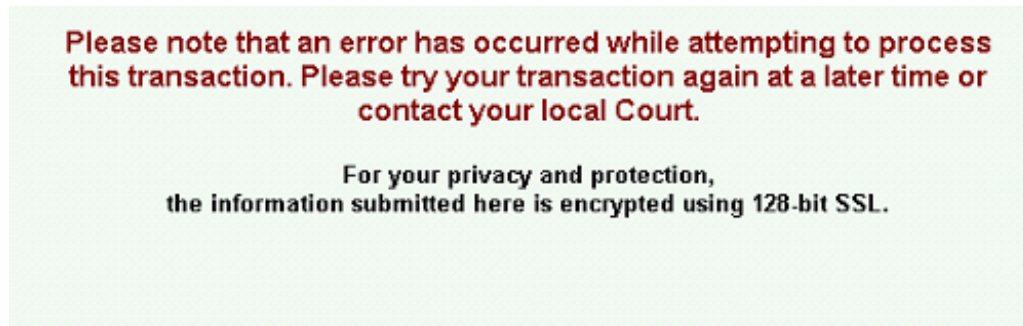
6. The next screen will display the transaction number and permit you the option to print a copy of your transaction which will be a copy of the current page being displayed as follows. This number should be included on your credit card statement and will also be the receipt number in the docket entry. Then Click on Close window to exit the payment process.

<p>Thank you. Your transaction in the amount of \$ 405.00 has been completed.</p> <p>Please <a href="#">print a copy of</a> your transaction receipt for future reference. The transaction number is 28717.</p> <p style="text-align: right;"><input type="button" value="Close window"/></p>	
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7. An entry will be made on the docket for the case showing that the fee was paid by credit card.

05/13/2004		Receipt of Amendment to Schedules (D,E,F/26.00 Fee)(2-98-bk-03516-CGC) [other,1229] ( 26.00) Filing Fee. Receipt number 1111B40120. Fee amount 26.00. (U.S. Treasury) (Entered: 05/13/2004)
05/13/2004	<a href="#">213</a>	Amendment to Schedules (D,E,F/26.00 Fee) filed by TEST TEMPLE on behalf of WALLACE BAKER (TEMPLE, TEST) (Entered: 05/13/2004)

8. If when clicking on Pay Now, you receive the following screen, you may need to wait a few minutes and then try again. If it persists, you will need to contact the court at 602-682-4068.



9. If you enter an invalid credit card number, the following message is displayed. Please check the number and re-enter it. If you make three consecutive errors in entering the credit card number, you will be unable to complete the online payment by credit card transaction and will need to call the court for assistance at the above number.

A screenshot of a credit card payment form. At the top, a red error message reads: "The credit card you have entered is invalid. Please check the number and type and try again." Below the message, the form displays the following information: "Name: TEST TEMPLE", "Total: \$255.00", "Card Type: Please select a card type" (with a dropdown arrow), "Card Number:" (with an empty input field), and "Expiration Date:" (with two dropdown menus showing "05" and "2004"). At the bottom right is a "Submit Payment" button.

10. Refunds or Credits. If you suspect a payment is incorrect or a refund/credit is due, please call the court's financial department at 602-682-4132.
11. Contact Information. If you have any questions regarding this new procedure, please call the help desk at 602-682-4068.
12. If you use a bankruptcy petition software that permits you to file using a one touch or one button filing feature, you will not be prompted to Pay Now upon completion of the filing. In order to pay the filing fees, you will need to select the Internet Payments Due link on the Utilities Menu and you will be prompted to pay all outstanding fees. You must settle your account and pay all outstanding fees by the close of each day.



13. On the Utilities Menu you have the following options to check your online credit card payment history, Internet Payment History or whether you have any outstanding filing fees incurred Internet Payments Due.

Your Account	Miscellaneous
<a href="#">Internet Payment History</a>	<a href="#">Legal Research ...</a>
<a href="#">Internet Payments Due</a>	<a href="#">Mailings...</a>
<a href="#">Maintain Your ECF Account</a>	<a href="#">Verify a Document</a>
<a href="#">View Your Transaction Log</a>	

14. Under Internet Payment History, you will receive a listing of all online payments made using your ECF password for the time period specified. The case number and the Receipt number, which should be the same as the transaction number on your credit card statement are shown and this information should assist you in reconciling your credit card charges to your client.

Internet Payment History for TEMPLE , TEST				
4/13/2004 to 5/13/2004				
Date Paid	Description	Payment Method	Receipt #	Amount
2004-05-13 09:20:48	Amendment to Schedules (D,E,F/26.00 Fee) (2:98-bk-03516-CGC) [other,1229] ( 26.00)	credit card	1111B40120	\$ 26.00

15. Under Internet Payments Due you will receive the payment window for all outstanding fees incurred under your ECF filing password. Click on Pay Now to pay the fees owing. See paragraph 5 above if any of the fees displayed are in error.

**Summary of current charges:**

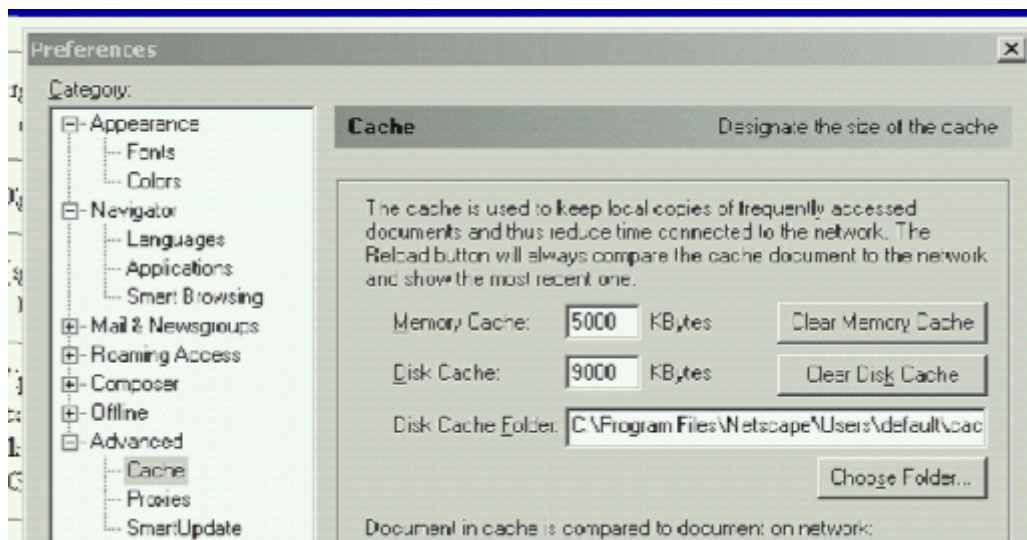
Date Incurred	Description	Amount
2004-05-13 13:19:08	Notice of Appeal (255.00 fee)(2:98-bk-03516-CGC) [appeal,97] ( 255.00)	\$ 255.00
		<b>Total: \$ 255.00</b>

Pay Now

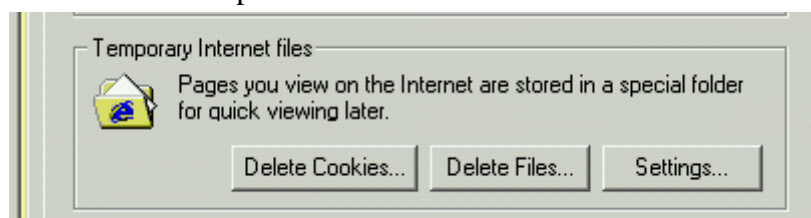
Continue Filing

16. Support Issues: Some offices are using popup blocking software which may cause the payment screens from displaying. To alleviate this issue, the blocking software will need to be disabled during ECF access.

Another cause of the payment window not displaying is that your browser cache needs to be cleared. In Netscape, go to Edit → Preferences and expand the Advance category and then click the Clear Memory Cache and Clear Disk Cache buttons.



In Internet Explorer, go to Tools → Internet Options and click on the Delete Files button.



Multiple errors such as, “*The credit card you have entered is invalid*” or “*The credit card you have entered has expired*,” have occurred when users clicked the “Submit Payment” button when the information is correct. The Court's payment processing company has determined the error may occur after applying Microsoft security patch 832894 (MS04-004) or Hotfix 821814 to Internet Explorer 6 SP1 (Version 6.00.2800.1106). Microsoft has confirmed this is a problem, and it has created a patch (Q831167) to correct the problem. NOTE: Users of Netscape Navigator are not affected. The following link provides more information about this problem and how to install the 32- bit update package:

<http://support.microsoft.com/default.aspx?scid=kb;%5bLN%5d;831167>